



## TENNESSEE ARTS COMMISSION Arts Education Mini Grant Guidelines

Before applying for a grant, applicants are responsible for reading and complying with all [LEGAL REQUIREMENTS](#) on the Commission's website at [tn.gov/arts](http://tn.gov/arts).

### Arts Education Grant Guidelines Mini Grants FY 2012

#### PROGRAM DESCRIPTION

Mini Grants are smaller grants designed to introduce new applicants to the grant making process or to provide support to arts education providers who have unanticipated short-term (maximum one week) or one-day arts education projects. Projects may consist of, but are not limited to, community activities for adult learners, after-school programs for at-risk youth, in-school curriculum based opportunities, arts-based service learning, or teacher training.

Projects must utilize a Commission-approved Artist-in-Residence. A roster of approved Artists-in-Residence may be found on the Commission's website under the Arts Education program or by clicking [ARTIST ROSTER](#).

The earliest start date for a project is July 1, 2011. The latest end date for a project is May 15, 2011. This program is open throughout Fiscal Year 2012 OR until all funds are expended.

#### FUNDING

**Applicants may request \$500 - \$1000 for projects that will occur in Fiscal Year 2012 (July 1, 2011 – June 1st, 2012).** Funding is on a first-come, first-serve basis until all funds are expended. **Funds may only be used for professional teaching artist fees.** Requests may NOT be made for artists to direct and/or conduct performances or to mount exhibitions. Projects in which the artist is primarily performing, demonstrating or exhibiting work with minimal hands-on instruction and/or impact will not be considered.

#### CONTACT

***Applicants must contact the Director of Arts Education before making application.*** **Contact:** Ann Brown, Director of Arts Education at [ann.brown@tn.gov](mailto:ann.brown@tn.gov) or (615) 532-5939.

#### DEADLINE

**Three deadlines exist for this program:**

- 1)** Applicants must notify the Dir. of Arts Education prior to submitting an eGrant.
- 2)** The completed eGrant application must be submitted electronically online at least (30) days prior to the beginning of the project.
- 3)** The required number of hard copies including all supplemental materials must be postmarked or hand-delivered to the TAC at least thirty (30) days prior to the beginning of the project.

**Failure to meet all of these deadlines will disqualify the application.**

## FUNDING ELIGIBILITY REQUIREMENTS:

The following requirements must be met before an institution is eligible for funding from the Tennessee Arts Commission. Additionally, some arts education grant categories have further restrictions. Applicants should consult the guidelines specific to each grant category prior to making application.

Before applying for a grant, applicants are responsible for reading and complying with all [LEGAL REQUIREMENTS](http://tn.gov/arts) on the Commission's website at [tn.gov/arts](http://tn.gov/arts).

**An organization is eligible to apply for funding of its arts activities, if the organization is legally chartered in Tennessee and meets either of the following qualifications:**

- 1) The group is a chartered nonprofit organization in possession of a determination letter from the Internal Revenue Service, declaring the organization exempt from federal income tax under Section 501(c)3 of the Internal Revenue Code.

A copy of the organization's Tennessee state charter (verification of incorporation), current by-laws, and letter of determination from the Internal Revenue Service recognizing the applicant organization as a nonprofit corporation is on file with the Tennessee Arts Commission at the time of application. All applicants must provide a valid IRS Employer Identification Number that is issued in the name of the applicant organization.

- 2) The organization is a public or private educational institution (such as an elementary or secondary school), a school board, a governmental agency or a college or university. Private educational institutions must be nonprofit and meet the tax-exempt requirements explained above. Colleges and universities are eligible only for activities that clearly serve the needs of surrounding communities or the State and are designed to involve a broad audience. Activities that are credit-producing or are oriented primarily to students and the academic community are not eligible.

## REQUIREMENTS FOR FIRST-TIME APPLICANTS

Before or at the time of application, all 501(c)3 grant applicants must provide the Commission with copies of all of the basic **non-profit status documentation**, which includes a copy of the organization's:

- Tennessee State Charter
- IRS 501(c)3 Determination Letter
- Recent copy of the By-laws of the organization.

These documents must be submitted **before** making application or provided **with** the application in order to be considered for funding. Failure to provide all non-profit status documentation at the appropriate time will result in the application being disqualified.

Organizations who have received Commission funding in the past 2 years may assume that these documents are complete and on file with the Commission unless otherwise notified.

## ACCESSIBILITY

No person on the ground of race, color, national origin, disability, age, religion or sex shall be excluded from participation in, or be denied benefits of, or otherwise be subject to discrimination of services, programs and employment provided by the Commission and its contracting agencies.

## ELIGIBILITY FOR MINI GRANTS

To be eligible for an AE Mini Grant, projects must:

- Use an approved Artist-in-Residence with the Tennessee Arts Commission. Information on approved artists and their programs may be found on the [ARTIST ROSTER](#).
- Directly involve participants in a hands-on learning experience. Applications that are performance or demonstration based where learners are primarily spectators will not be considered.
- Have a clear beneficial educational focus.
- Include an instructional component that defines the goals and objectives of the project, provide learners with historical and/or social context, and demonstrate and/or reinforce the skill set needed for the artistic medium being used.

## INSTRUCTIONAL COMPONENT

In the narrative, when asked to explain the instructional component, describe what information is being taught in terms of arts skills, vocabulary and technique, how it will be taught, and by whom. If connecting to state and/or national standards, do not simply list the standards. Explain how the standards will be included in instruction and how they relate to the project outcomes being evaluated.

## PROGRAM RESTRICTIONS

**The following restrictions apply:**

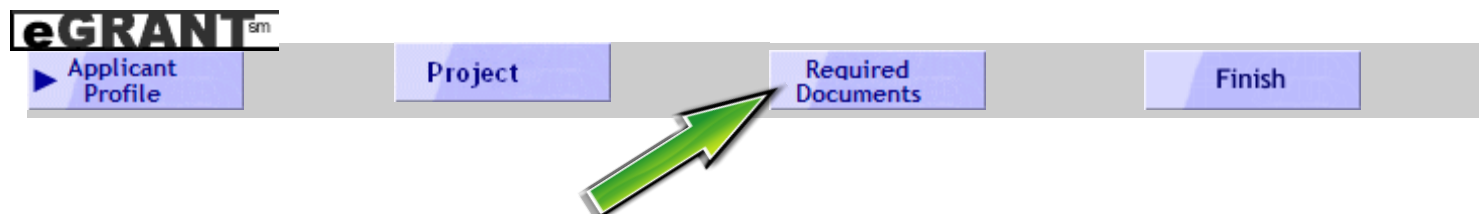
- Funds may only be used for teaching artist fees.
- Projects must be a minimum of one day (6 hours of instruction) in length and a maximum of one week.
- Organizations applying for any other TAC Arts Education grant may not apply for a Mini Grant in the same fiscal year.
- Organizations may not apply for more than one Mini Grant in any fiscal year.
- Mini Grants may not be used to support guest artists to direct, design, choreograph, or conduct productions or performances or mount exhibitions.
- Mini Grants may not be used for projects in which the artist is primarily performing, demonstrating or exhibiting work with minimal hands-on instruction and/or impact.
- Funds may not be used for permanent staff of an organization.
- Funds may not be used for individual private lesson instruction.

## REVIEW PROCESS

**Arts Education Mini Grant** applications are **reviewed** "in-house" by Commission members and staff. Funding notification will take approximately 30 days from the time the application is submitted. Applicants have 30 days from the end of the project to submit receipts and all required close-out paperwork.

## HOW TO APPLY

- STEP #1:** READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY. Failure to complete all the necessary application requirements will disqualify the application.
- STEP #2:** Read all the [LEGAL REQUIREMENTS](#) on the Commission's website at to ensure your organization is eligible for funding and that the project is within the scope of what the Commission is able to fund.
- STEP #3:** Contact the Dir. of Arts Education at [ann.brown@tn.gov](mailto:ann.brown@tn.gov) to discuss your project and ensure that funding is still available.
- STEP #4:** Be prepared to:
- Complete the online eGrant application by the deadline
  - Submit the required number of hard copies by the deadline
- STEP #5:** Access the online eGrant application by clicking on the eGrant link or by accessing the application through the Commission's home page at [tn.gov/arts](http://tn.gov/arts). The eGrant must be submitted online no less than 30 days prior to the Mini-grant activity. For a question-by-question guide on completing the eGrant application, consult the **Question-by-Question Mini Grant Instructions** at the end of these Guidelines.
- STEP #6:** Complete all three sections of the eGrant (Applicant Profile, Project & Required Documents) as show in the diagram below. The final section, entitled "**Required Documents**," contains the narrative, budget and assurances pages. Click on the designated links under this section to open these documents. For technical assistance, contact Lee Baird at [lee.baird@tn.gov](mailto:lee.baird@tn.gov).



- STEP #7:** Complete and print the narrative, budget and assurance pages found under the "**Required Documents**" section. You will need them later to collate with the hard copy of the eGrant application. In order to save and print the narrative, budget and assurances pages, **YOU MUST SAVE THEM TO YOUR DESKTOP.** These documents will become part of the hard copy applications.

- STEP #8:** Once you have finished all sections of the eGrant and hit "submit," go back to the **Main Menu** and print a copy of the completed eGrant application by clicking on the yellow "VIEW" button.



It looks like this!

**NOTE:** Once printed, if text boxes are still visible or if the application has "DRAFT" printed across each page, then the application is printed incorrectly. **You must print in the "VIEW" mode for the application to be accepted.**

- STEP #9:** **Additional Information:** Once you have printed out a hard copy of the eGrant application as well as hard copies of the narrative, budget and assurance pages, include the following:

- **Key Staff Bios.** Short bios (2-3 sentences) of the primary administrative and artistic personnel, including contract artists, who will be involved in the grant activity. **Do NOT send resumes.**

The Corporate Annual Report looks like this!

- **Lesson plan or Content Outline.** Insert one sample lesson plan for one lesson that will be taught (limit THREE pages). Do NOT send lesson samples for the entire project. Samples should include instructional objectives and method of assessment. A Content Outline is a less formal version of a lesson plan but should still include instructional objectives and method of assessment.
- **Corporate Annual Report** as filed annually with the Secretary of State's Office. **For Nonprofit organizations only. Public schools and entities of government do NOT submit.** In lieu of the report, you may also submit a copy of the email verification issued by the Secretary of State's office or a copy of the online verification sheet maintained by the Secretary of State's Office at [www.tennesseeaytime.org/sosname](http://www.tennesseeaytime.org/sosname).

**THE PRINTED eGrant APPLICATION ALONG WITH THE NARRATIVE, BUDGET, ASSURANCE PAGE AND BULLETED LIST OF ADDITIONAL ITEMS ABOVE COMPRISE A COMPLETED GRANT APPLICATION. APPLICATIONS NOT COLLATED CORRECTLY ACCORDING TO THE DIAGRAM PROVIDED OR MISSING ONE OR MORE OF THE ABOVE WILL BE DISQUALIFIED.**

**STEP #10:** Make 2 single-sided copies of the completed application **for a total of 3 applications**. **Staple** the original and each copy in the **upper left-hand corner**. Place the original application at the top of this stack and write the word "original" at the top of the first page. **Note:** the original application is the one with the original signatures.

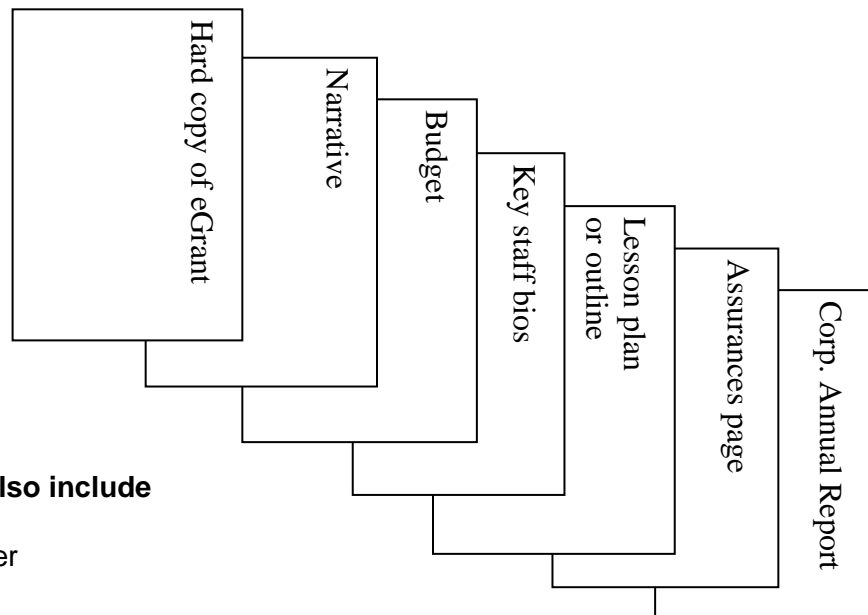
**STEP #11:** To complete the application process, mail the required number of applications (3) to: Tennessee Arts Commission, 401 Charlotte Avenue, Nashville TN 37243 Applications must be postmarked or hand-delivered to the TAC no less than 30 days prior to the project start date. **NOTE:** An application will NOT be processed until both the electronically submitted eGrant and printed copies are received by the Tennessee Arts Commission.

**CHECKLIST:** Use the check boxes to ensure all steps have been completed:

- ☐ eGrant completed & submitted online by deadline
- ☐ eGrant printed out correctly using yellow "VIEW" button
- ☐ Additional required documents attached to hard copy of eGrant
  - ☐ Narrative
  - ☐ Budget
  - ☐ Key personnel descriptions
  - ☐ Lesson plan or content outline (limit 3 pages)
  - ☐ Assurances page
  - ☐ Corporate annual report (Nonprofits only)
- ☐ 3 collated packets completed (single-sided, 1 original plus 2 copies)
- ☐ **For new applicants only:** include one copy of non-profit documentation
- ☐ 3 packets mailed or hand-delivered to the Tennessee Arts Commission by deadline

## **DIAGRAM FOR COLLATING GRANT APPLICATIONS**

**Pages of EACH grant application should be arranged as shown:**



**First-time applicants must also include one copy of the following:**

- IRS Determination letter
- TN State Charter
- Recent By-laws

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### **DIRECTIONS:**

**Put ONE staple through the left-hand corner of each collated application. You should have three applications with one staple in each.**

- Do **NOT** individually staple each section of the application. For example, do not staple the narrative, then staple the budget, etc. Each application should have only **ONE** staple.
- Do **NOT** insert cover letters, table of contents, cover pages or section dividers. Applications should only include what is requested.
- Do **NOT** submit applications as loose-leaf pages. If the application is too thick for a standard stapler, then go to a copy center such as Kinko's to access a larger stapler.
- Do **NOT** use paper clips, tape, binder clips or anything other than a staple to hold the applications together.
- Do **NOT** place each application in a binder, folder or any other container.
- Do **NOT** insert any additional information into the application other than what is requested in the Grant Guidelines.
- Do **NOT** submit un-collated applications. The diagram above provides clear instructions on how each application should be arranged. Applications that are not collated correctly will be **DISQUALIFIED**.
- Do **NOT** hand-write any sections of the application as this will **DISQUALIFY** the application. The only section where handwriting is appropriate is on the designated signature area of the Assurances page. If you encounter difficulty typing in a document, contact Lee Baird at [lee.baird@tn.gov](mailto:lee.baird@tn.gov).



## Question-by-Question eGrant Instructions for Mini Grants

### LOG-IN & PASSWORD:

Organizations should use the same log-in and password for ALL applications submitted to the TN Arts Commission. Do **NOT** create separate log-in and password information for each application! For new applicants, click the [registration instructions](#) provided on the eGrant home page for creating an account.






### CREATING AN APPLICATION

Once you have logged in, you will need to create a new application. Scroll down to the bottom of the page where you will see the following:

(Select a Grant Type)	Create New Application
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Use the drop down box to select the grant application you need. Then click the “Create New Application” box.

After clicking “Create New Application,” you will then see the new application appear. It will resemble something similar to the following:

2012 TAC Arts Education: Mini Grants (ID:47894)	Application – AE-MG	Rolling Working					
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To the left, you will see the name of the application you are working on along with an ID number. Toward the right, you will see the words “Rolling Working.” This means the application has not been completed. Once you have finished the application, you will notice that “Rolling Working” changes to “Submitted.” This verifies that the application has been submitted to the TN Arts Commission.

#### To the far right, you will see five different colored buttons:

Click on the **black** “EMAIL” button to reach technical support.

Click on the **blue** “GUIDES” button to access all grant guidelines.

Click on the **yellow** “VIEW” button when it’s time to print the application.

Click on the **green** “EDIT” button to open and begin working in the application. If you decided to stop and go back to the application at a later time, you will always click the green EDIT button to reenter the application.

Click the **red** “DELETE” button to delete applications that you are no longer using.

### START WORKING IN THE APPLICATION

To get started working in the application, click the green EDIT button.  
This will open the application so that you may begin working.



### SECTION I: APPLICANT PROFILE

Provide contact information for the organization applying for the grant. If the application is funded, the applicant organization will be responsible for managing the grant, contracts, and the close-out process.

- **Zip Code:** You MUST include your 9-digit zip code. If you do not know your 9-digit zip code, contact your local post office obtain it from <http://zip4.usps.com>.
- **Federal EIN (Employee Identification Number):** This information may be obtained from your accountant or located on your IRS Determination Letter.
- **Contact Person:** The individual listed as the Contact Person must be a full-time employee of the applicant organization who is legally able to represent the organization such as the Executive Director, Development or Project Directors. Contracted artists or other non-permanent staff members may NOT be listed.
- **Address:** If the organization's mailing address differs from the physical address, you will need to provide information for both.
- **Legislative districts:** Provide legislative district numbers based on your **physical address**, NOT mailing address. If unsure about your district numbers, follow the links provided in the application or contact your county election commission. **Do NOT type the name of your senator or representative. Only the correct legislative district number.**
- **Applicant status:** Use the drop-down menu to select the appropriate legal description of your agency. For example, a county library would be "Government-County." A public school may be "Government-County" or "Government-Municipal" depending on the location of the school district. All 501(c)3 organizations should select "Organization-Nonprofit."
- **Applicant institution:** Use the drop-down menu to describe the type of organization applying.
- **Grantee Race:** Use the drop-down menu to select the code that represents 50% or more of your organization's board or membership.
- **Applicant Discipline:** Use the drop-down menu to select the main art form of the organization, NOT the project. For organizations focused on many different art forms, select Multi-Disciplinary. For organizations that are not arts organizations, select "Non-arts/Non-Humanities." **Note: Public schools are NOT arts organizations, even though the arts may be a predominant feature of the curriculum. Select "Non-arts/Non-Humanities."**
- Then click either the "Save Your Work" button to save and come back later or "Save & Next" to move on to the next section. This is what it will look like:



## SECTION II: PROJECT

The purpose of this section is to provide a snapshot of the project for which you are requesting funding.

- **Project Title:** Type the name of your project.
- **Amount requested:** Insert the total amount of grant funds you are requesting. This amount must match the amount on the Project Budget page.
- **Funding description:** Include a brief explanation of exactly how grant funds will be used. For example, *"Artist fees to teach music workshops."*
- **Date(s) of Activity:** Insert the project dates in the format shown. Check the grant guidelines to make sure the project falls within the funding period.
- **Individuals benefitting:** Estimate the total number of individuals directly benefitting from the proposed project. This may include actual participants in the project as well as audience members (family, friends, community members) who may attend a performance or exhibition as part of the proposed project. **Do not include individuals who were not exposed directly to the project.** For example, if a school holds an end-of-project performance, only include those individuals who actually participated or



attended. Do not include people who may hear about the performance after-the-fact from audience members or participants.

- **Youth Benefitting:** Isolate the number of youth (18 and under) who will participate in the project or benefit from seeing a final performance, exhibition or other event related to the project.
- **Artists Participating:** Include the actual number of professional artists (paid and unpaid) who will be participating in the project. Do NOT include children, college students or interns.
- **Project Discipline:** Select the art form that best describes the focus of your project.. For projects involving many art forms, select “Multi-disciplinary.”
- **Type of Activity:** Select the description that best describes the focus of your project. For example, if the application requests funds to bring in a teaching artist to a school, you would select “School/Residency.”
- **Project Race:** If the project is designed to reach one particular race or group, select the appropriate description from the drop-down menu. If the project is not for any one single group, select “No Single Group.”
- **Arts Education:** Choose the percentage that best represents how much of the project is targeted toward a certain age group such as K-12, preschool, higher education, etc. If the project does not involve arts education, select “None of the project involves arts education.” **NOTE:** *Applicants who select “None of the project involves arts education” should NOT APPLY for arts education funds.*
- **In-kind contributions:** Insert a description of any donated goods and services you anticipate receiving for the proposed project. For example, if a local hardware store is donating lumber, estimate the value of the lumber. If parents are volunteering to assist in the classroom as part of a residency, estimate the value of their time. Then, in the box below, insert the estimated dollar amount of the donated items or services. **Do NOT include these in your Project Budget.**
- Then click either the “Save & Previous” button to go back to the previous section; the “Save Your Work” button to save your information and come back at a later date to finish your application; or the “Save & Next” button to continue on to the next section. This is what it will look like:

<a href="#">Save &amp; Previous</a>	<a href="#">Save Your Work</a>	<a href="#">Save &amp; Next</a>
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### SECTION III: REQUIRED DOCUMENTS & INSTRUCTIONS

This section contains additional documents that will require Adobe Reader Version 8.0 or newer. Follow the instructions on the eGrant for downloading the correct version.

Required Documents are:

- **Narrative:** Provides a detailed description of what will occur during the project. Answer each question as specifically as possible. The narrative is the heart of the application and the information written here conveys a great deal about your capacity for managing and executing the proposed project. Remember to proofread and spell-check!
- **Budget Page:** Shows how Commission funds will be used. For Mini Grants, funds may only be requested for artist fees. Use the box provided on the Budget form to give an explanation of how many artists will be used and a breakdown of fees. For example: **3 artists @ \$50/day x 5 days = \$750.** Then insert the dollar amount in the right hand column. Round all numbers to the nearest \$10.
- **Assurances page:** Signature page required to validate the information in the application.

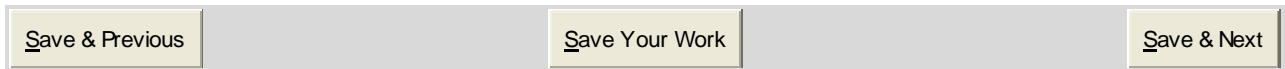
**NOTE:** Once you open these documents, you will need to **SAVE THEM TO YOUR COMPUTER'S DESKTOP** in order for your information to be saved. With older versions of Adobe, you may be able

to open and type in the documents, but information will **not be saved**. Make sure to have the newest version of Adobe and save the documents to your computer's desktop.

### **FINISHING & SUBMITTING THE eGrant:**

**Once you have completed all sections of the eGrant, you will be prompted to do the following:**

To submit your eGrant application click on "**Save and Next**" as shown below.



Clicking on one of the "SAVE" buttons will save the application but **NOT** the narrative, budget or Assurances page. These documents must be saved individually to your desktop! Read Section III again if needed.

"Save & Previous" will save the application and return you to the previous section.

"Save Your Work" will save the application so that you can come back later and finish.

"Save & Next" will take you to the final section of the eGrant for submission.

**NOTE:** The narrative, budget and assurances page found under the Required Documents section (SECTION III) **WILL NOT** submit electronically with the eGrant application (**which is why it is important to save them to your computer desktop**). Only Sections I & II transmit electronically. Make sure to save the Required Documents as they will need to be printed out and inserted into the hard copy applications that you will mail to the Commission.

### **VERIFICATION & SUBMISSION**

If there are errors in the application, you will see a "Go fix it!" message. Click on the "Go fix it" link to be taken back to the specific issue in the application. You will NOT be able to submit the eGrant until all errors have been corrected.

Once you have corrected errors and hit the "Submit" button, you will receive an email confirmation that your eGrant has been received by the Tennessee Arts Commission. **SAVE THIS EMAIL** in case you need to provide verification that the grant application was submitted.